

Developmental Disabilities Council
Reading Cover Page

Date: September 21, 2006

Meeting: Governance

Reading Number: 06-G-07

Issue: Annual Work Plan

Included in the Reading:

Governance Committee Charter Responsibilities
Draft Committee Annual Work Plan

Background/Summary:

Each year the Committee reviews its responsibilities under the Council charter and updates its annual work plan. At the September meeting we will review the draft Work Plan and decide on the priorities for committee work for the coming year.

Action: Review for discussion

If there are any questions, please contact Clare Billings at 1-800-634-4473,
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GOVERNANCE OF THE COUNCIL

The responsibility of the full Council is governance. "Governance" is defined as the development and revision of the internal and external policies directing the work of the Developmental Disabilities Council.

Council policy shall fall into the following groups:

- A. "Do" Policies are Ends, Outcome or Mission-related policies.

These include policies describing what priorities are being addressed, what are the target populations, and what cost or use of resources should be used.

- B. "Don't" Policies are limitations on Executive Director authority.

These include policies describing those principles of prudence and ethics that limit the choice of means (practices, activities, circumstances, methods) used by the Executive Director.

- C. "Who" Policies describe the Council-Executive Director Relationship.

These include policies describing the manner in which power is passed to the Executive Director and how the use of that power by the Executive Director will be assessed.

- D. "How" Policies are Council Processes.

These includes policies describing how the Council conducts its work and how it provides leadership.

The full Council, not individual members or subgroups, is responsible for governance.

Responsibilities of the Standing Committees of the Council.

Governance Standing Committee shall:

1. Review formal complaints involving alleged violations of the DD Act, the Council Charter and procedures, or Council-approved policies by members and make a recommendation for action to the full Council;
2. Remind the Council, on an at least an annual basis, to assess its own performance and make recommendations for improvement as appropriate;
3. Make recommendations to the Council regarding the development, revision or elimination of policies in the categories of "Don't", "Who", and "How" (See sections III.A,B,C, and D);
4. Update and revise the Council Charter, include governance responsibilities, as necessary and make recommendations to the Council for revision as appropriate;
5. Propose changes to the Executive Director Evaluation Criteria and Process and submit proposed changes to the full Council for approval;
6. Appoint Council member(s) to perform a direct inspection should the Council decide to review Executive Director's compliance with fiscal or budget policy established by the Council; and
7. Review, update and make recommendations to the full Council regarding governing document including, but not limited to the Council charter and Governance Committee responsibilities in addition to written parliamentary procedures, rules for meetings and the Council member code of ethics.



**Developmental Disabilities Council
Annual Big Picture Work Plan
Governance Committee Activities
FFY 2007**

Activity or Outcome	November 2006	January 2007	March 2007	May 2007	July 2007	September 2007
Council Policies review						
New/revised policies						
Council Performance review	Annual review of Council performance					
Charter Responsibilities Review & Updates						
Review of Designated State Agency	Develop Plan	Begin review process	Review Process ongoing	Review process ongoing	Report to Council	
Executive Director Evaluation process review	Review process	Evaluations distributed	Evaluations compiled	Report to full Council		
Executive Order Review & Updates	Develop plan	Draft new Executive Order	Review	Meet with Governor	Follow-up	
Council Member Handbook					Update Handbook	Distribute Handbook